



St Thomas' C E School

Headteacher, Mrs. L. Murphy

LEAVE OF ABSENCE REQUEST FORM

In accordance with the Department's Education, Sports and Culture policy the Headteacher is only permitted to sanction leave of absence (not holiday purposes) for up to ten school days in any one academic year (except in very exceptional circumstances).

After this period of time, any further absence must be recorded as unauthorised. Absence is reported on the end of year academic reports. If a child's attendance falls below 80% a letter will be sent home informing parents.

Please fill in the form below and return it to the school office in advance of the date of any planned absence. Forms can also be emailed to StThomasEnquiries@sch.im

Name of pupil:

Teacher:

Name of parent/carer:

I request that my child be granted leave of absence for _____ school days beginning on _____ (first day not in school).

First day back at school will be _____.

Reason for absence:

Signed:

Date:

OFFICE USE ONLY

Authorised

Unauthorised

Signed:

(Headteacher)